



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Claims Representative Unclaimed Property Division

DUTIES:

- Review claim forms for completeness
- Examine for accuracy and detect discrepancies where present
- Obtain clarification or supporting documents when necessary
- Create thorough and precise electronic and written records
- Advise, guide, and assist claimants via in-person, phone, and written business correspondence
- Research legal records as needed
- Maintain shared database and run frequent searches within the software
- Work in rotation with other Claims Representatives on specific and shared tasks
- Other duties as assigned

QUALIFICATIONS:

- College education preferred or equivalent job-related experience
- Strong ethics and personal integrity
- Fast learner
- Ability to work efficiently under time and volume pressure
- Team player; also works well independently
- Excellent problem solving skills
- Ability to prioritize
- Strong verbal and writing skills
- Strong customer service skills
- Detail-oriented
- Excellent time-management and self-discipline skills
- Good organization skills
- Computer savvy; fluency on Microsoft PC platform required
- Willingness to take direction
- Flexible, can-do attitude
- Excellent referrals